Client Checklist

WHEN: The Client Checklist Form is placed in the front of the chart at the time of admission to services. Each item on the list is signed off and dated upon the completion of the requirement. If an item is not applicable, N/A should be written in the signature line and date the entry.

ON WHOM: All clients receiving services at the time of admission to a program.

COMPLETED BY: Any staff.

MODE OF COMPLETION: Legibly handwritten signatures and dates on the HHSA:MHS-112.

REQUIRED ELEMENTS: All applicable items.